

**Tool 2(cycle).10.** Examples of School Professional Development Calendars (p. 1 of 3)**Examples of School Professional Development Calendars****District 2004-2005 Calendar with Rationale**

Premise: A district calendar designed around clear student achievement improvement goals, faculty collaboration, and explicit professional learning expectations reflects what a community values.

| <b>Element (In Priority Order)</b>                                | <b>Reason</b>  |
|---|--|
| Early Start Date vs. Post-Labor Day Start                         | <ul style="list-style-type: none"> <li>To maximize the number of instructional days prior to Fall ITBS/ITED testing</li> </ul>   |
| Full Day Professional Development vs. Early Dismissal/Late Starts | <ul style="list-style-type: none"> <li>To reduce student daily schedule disruptions</li> <li>To increase cross-building communication: curriculum, instruction, and assessment</li> <li>To increase faculty understanding and use of effective instructional practices</li> </ul>        |
| Number of Professional Development Days                           | <ul style="list-style-type: none"> <li>To move toward Iowa Teacher Quality legislation and Career Development Model requirements and National Professional Development standards</li> </ul>  |
| Distribution of PD Days   | <ul style="list-style-type: none"> <li>To follow-up theory/ information/ demonstration days with faculty meetings, scheduled practice, feedback and coaching sessions</li> <li>To increase "effect" of training upon professional practice and ultimately student achievement</li> </ul> |
| Clerical Days   | <ul style="list-style-type: none"> <li>To complete report card information</li> <li>To prepare informative parent conferences</li> </ul>   |
| Conference Days/Times   | <ul style="list-style-type: none"> <li>To offer parents scheduling options; reduce conflicts between building schedules</li> </ul>   |
| Thanksgiving  | <ul style="list-style-type: none"> <li>To accommodate tradition</li> </ul>   |
| Winter Break  | <ul style="list-style-type: none"> <li>To accommodate tradition</li> </ul>   |
| Spring Break  | <ul style="list-style-type: none"> <li>To accommodate tradition</li> </ul>   |

**Effect Sizes and Training Outcomes**

| <b>Training</b>                                | <b>Outcomes</b>  |               |                 |
|--|------------------|---------------|-----------------|
|  | <b>Knowledge</b> | <b>Skills</b> | <b>Transfer</b> |
| Theory/Information                             | .63              | .50           | .00             |
| Theory/Demonstration                           | .00              | .86           | .00             |
| Theory/ Practice                               | 1.15             | ----*         | .00             |
| Theory/Demo/Practice                           | ----*            | .72           | .00             |
| Theory/Demo/<br>Practice/Feedback              | 1.31             | 1.18          | .39             |
| Theory/Demo/<br>Practice/Feedback/<br>Coaching | 2.71             | 1.25          | 1.68            |

\*Insufficient data to compute effect size

**Tool 2(cycle).10. Finding Time for Training and Collaboration (p. 2 of 3)****School Professional Development Calendar – Fall 2004**

| <b>Date/Time</b>           | <b>Group</b>                   | <b>Practice*</b> | <b>Learning Tasks</b>   |
|----------------------------|--------------------------------|------------------|---|
| Aug. 3<br>9:00 - 11:00     | Leadership<br>Team             | T-I              | Review School Improvement Plan<br>Finalize August 19 staff Learning day               |
| Aug. 12-13 7:30<br>- 11:30 | Strategists/<br>New Teachers   | T-I-D-P-F        | Practice guided reading norms<br>Design first two weeks reading lessons               |
| Aug. 19<br>7:30 - 3:30     | All Faculty/<br>Para's         | T-I-D-GP         | Reading-writing connection<br>All produce lesson; apply by Sept. 8                    |
| Aug. 20<br>3:45 – 5:00     | Leadership<br>Team             | F-C              | Debrief workshop<br>Develop grade level meeting agendas                               |
| Sept. 2 – 3<br>(Various)   | Grade Level<br>Chairs/Teachers | PPS<br>P-F-C     | Review classroom roster data, BRI data<br>Schedule peer observations                  |
| Sept. 7- 12<br>(Various)   | All Faculty/<br>Principal      | P-F-C            | Conduct structured one hour observation followed<br>by one hour debriefing with coach |
| Sept. 20<br>7:30 – 3:30    | Literacy<br>Teams              | PPS              | Review student progress to date on standards/<br>benchmarks                           |
| Sept. 20<br>3:45 – 5:00    | All Faculty/<br>Para's         | I-D-P<br>PPS     | Score constructed response papers<br>Write new prompt                                 |
| Sept. 22<br>3:45 – 5:00    | Leadership<br>Team             | PPS<br>P         | Debrief workshop; plan next week's<br>Faculty meeting's literacy segment (30min.)     |
| Sept. 29<br>3:45 – 4:30    | Faculty<br>Meeting             | T-I-D-GP         | Faculty reads Grade 3 passage; scores student<br>writing sample;                      |
| Oct. 4-8<br>(Various)      | Grade Level<br>Chairs/Teachers | PPS              | Review student data on first quarter constructed<br>response task                     |
| Oct. 5<br>3:45 – 5:00      | New Teachers/<br>Mentors       | PPS<br>T-I-D     | Review student data/teacher artifacts<br>Orientation to parent progress reports       |
| Oct 6<br>7:30 – 8:00       | Leadership<br>Team             | PPS              | Review October 11 staff learning day plan; team<br>assignments                        |
| Oct 11<br>7:30 – 3:30      | All Faculty/<br>Para's         | I-D-P<br>PPS     | Presentation: Best Practice Grammar Inst.<br>Review grammar benchmarks/student data   |

\*Theory (T), Information (I), Demonstration (D), Practice (P), Feedback (F), Coaching (C)  
Planning/Problem Solving (PPS)

**Tool 2(cycle).10. Finding Time for Training and Collaboration (p. 3 of 3)****Calendar for Scheduling PD Meetings**

| <b>October</b> |                  |             |            |              |            |            |
|----------------|------------------|-------------|------------|--------------|------------|------------|
| <b>Sun</b>     | <b>Mon</b>       | <b>Tues</b> | <b>Wed</b> | <b>Thurs</b> | <b>Fri</b> | <b>Sat</b> |
|                |                  |             |            |              | 1          | 2          |
| 3              | 4                | 5           | 6          | 7            | 8          | 9          |
| 10             | 11<br>In-Service | 12          | 13         | 14           | 15         | 16         |
| 17             | 18               | 19          | 20         | 21           | 22         | 23         |
| 24             | 25               | 26          | 27         | 28           | 29         | 30         |

| <b>November</b> |            |             |            |                |                |            |
|-----------------|------------|-------------|------------|----------------|----------------|------------|
| <b>Sun</b>      | <b>Mon</b> | <b>Tues</b> | <b>Wed</b> | <b>Thurs</b>   | <b>Fri</b>     | <b>Sat</b> |
|                 | 1          | 2           | 3          | 4              | 5              | 6          |
| 7               | 8          | 9           | 10         | 11             | 12             | 13         |
| 14              | 15         | 16          | 17         | 18             | 19             | 20         |
| 21              | 22         | 23          | 24         | 25<br>Vacation | 26<br>Vacation | 27         |
| 28              | 29         | 30          |            |                |                |            |

| <b>December</b>          |                 |   |            |                |                |            |
|--------------------------|-----------------|---|------------|----------------|----------------|------------|
| <b>Sun</b>               | <b>Mon</b>      | <b>Tues</b>   | <b>Wed</b> | <b>Thurs</b>   | <b>Fri</b>     | <b>Sat</b> |
|                          |                 |   | 1          | 2              | 3              | 4          |
| 5                        | 6<br>In-Service | 7   | 8          | 9              | 10             | 11         |
| 12                       | 13              | 14  | 15         | 16             | 17             | 18         |
| 19                       | 20              | 21  | 22         | 23<br>Vacation | 24<br>Vacation | 25         |
| Common Training sessions |                 | Theory presentations—reading literature—discussions                   |            |                |                |            |
| Weekly meetings          |                 | PD Leadership Team—team planning—analyze work                         |            |                |                |            |
| Building meetings        |                 | Demos, working with data, peer coaching rehearsals, reviews of theory |            |                |                |            |